

SUBJECT: Preparation of Intra/Inter Departmental Transfers (IDT's)

Purpose

This procedure is designed to facilitate uniform completion and processing of Intra/Inter Departmental Transfers.

Procedures

Date: If the purpose is to correct an existing transaction, then the date entered here is the date of the transaction needing correction. If the purpose is to create a transaction (i.e., to charge another department for supplies or services from your department), then the date is the month and year in which the transaction occurred.

IDT Number: This is a 7-digit alphanumeric field. The first digit will always be the letter "T" to indicate that the transaction is an IDT. The next three digits are the departmental timesheet location code. (See the HRS/BIS Manual, Appendices, Table 7.04.) Each School, Division or Department is responsible for assigning a consecutive number to the remaining three digits, beginning with 001 progressing up to 999. This number will appear on the IDT transaction and will be reflected in your financial reports to assist with reconciling departmental accounts.

Posting Reference: This column is to be used only if the purpose is to correct an existing charge. Such references would be batch reference for journal entries and accounts payable transactions or IDT numbers for previous IDT's.

Charge: This section is to record the 10 digit account code for the department that is "paying" for the item or service. If your department was charged in error, the correct department's 10 digit account code would be indicated here. If your department is "buying", your 10 digit account would be indicated. Please make sure that you use an appropriate sub-code number. If you need an updated listing of sub-codes, please contact the General Accounting Department at extension 2617.

Credit: This section is for the 10 digit account code for the department that is "getting paid" for the item or services. If your department was credited in error, the correct department's 10 digit account code would be indicated here. If your department is "selling", your 10 digit account code would be indicated. Please make sure that you use an appropriate sub-code number. If you need an updated listing of sub-codes, please contact the General Accounting Department at extension 2617.

Reason for IDT: This section is used to explain the transaction. Enough detail of the transaction needs to be indicated so that someone not in either the charged or credited departments will be able to understand the transaction without calling for an explanation. In some situations, it may be appropriate to attach documentation such as copies of monthly reports or transaction details (FINS Screen 23).

Signatures: This section is for the account manager's approval. If your department is being charged, the department manager will sign and date the account charged area. If your department is being credited, the account manager will sign and date the account credited area. Please be sure that the signatures reflected on this document are in accordance with the latest Delegation of Signature Authority report maintained by the Budget Office.

Processing: Once you have approved the transfer, you will need to keep one copy for your files. If you are originating the transfer, sign the appropriate area (charged or credited), keep a copy for yourself and send the original to the department that is to be charged or credited for their approval.

If you did not initiate the transfer, you should receive an original needing your approval. You need to approve the transfer (as charged or credited), make one copy for your files and send the original to the General Accounting Department, mail station AD37.

With this procedure, each department being charged and credited will have a copy of the transfer with a number that will be referenced on your monthly financial reports. This will assist departments with determining which transfers have or have not been processed.

If you have any questions regarding this procedure, contact General Accounting Department at extension 2617.